



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **INFORMATION:** Strategic Planning (SP) 01275

Date:

From: Barbara J. Smith, Director, FAA Center for
Management Development, AHM-1

Reply to
Attn. of:

To: Course Participants

Congratulations! You will soon be coming to the *Strategic Planning* (SP) class. It is an intensive 4½-day learning experience designed to provide managers/leaders with the skills and tools that will enable them to develop a strategic plan for their organization, program, or project. Please review the [course description](#) that details the objectives, methods and competencies in Strategic Planning.

Be sure to complete the pre-course requirements prior to the start of class. This includes the web-based Feedback Survey Self-Assessment and the paper-based Current State Assessment. You may want to arrive at CMD early enough on Sunday to allow yourself the time you need to complete this work, if you haven't already done so, and settle in for a busy week. In order to make proper trip arrangements, please note that class begins at 8:00 a.m. on Monday and ends at 12:00 Noon on Friday. The final day's activities are an integral part of each course. Be sure to plan your return flights to allow ample time for traveling to the airport.

Strategic Planning utilizes the outdoor Challenge Course elements in meeting course objectives and outcomes. Some of the Challenge Course activities require physical effort, at a level similar to yard work, bicycling, or volleyball. **You will have a choice about your level of participation.** In order to participate in the Challenge Course and Health Awareness activities, you will want to bring casual and comfortable clothing, such as jeans and/or shorts, t-shirts and/or sweatshirts, and tennis shoes.

There are three activities you need to **COMPLETE PRIOR** to the start of class. Information on each can be found on the [Strategic Planning Menu](#) page you just visited.

1. The web-based Feedback Survey that includes your [Self-Assessment](#);
2. A [Current State Assessment](#) of your organization, program, or project; and

3. A review of the FAA Strategic Plan in order to understand future trends and strategic goals. Also, obtain a copy of your division/function strategic or business plan and review it. **PLEASE BRING YOUR DIVISION/FUNCTION PLAN TO CLASS.** It will be helpful to refer to when you develop your Organizational Strategic Plan. The majority of the FAA and LOB plans can be accessed from the FAA Directory of Plans Web site at www.apo.data.faa.gov/dirplans/ or use the [internet site document](#) for additional web site suggestions.

Computers and software are available at CMD in the Library for your use in preparing required course work. For your personal convenience, you may want to bring your laptop computer.

Be sure to check out the CMD Web site at www.cmd.faa.gov.
Here you will find additional information to enhance your learning
and optimize your opportunities during your visit to CMD.

If you have any questions, please feel free to contact Walter Bogert at (386) 447-2013. Also, if for any reason you will not be attending the course as indicated, please call Pete Corey at (386) 446-7143 and notify your local training coordinator.